

# **Respiratory Care Services John Dempsey Hospital Policy and Procedure Manual**

## **Subject: The Role of the Respiratory Therapy Supervisor**

Administrative direction for Respiratory Care Services will be provided by the Respiratory Therapy Supervisor. He/she will report to the Associate Hospital Director/Director of Nursing or his/her designee.

In the absence of the Respiratory Supervisor, day to day direction will be through a designated lead or charge therapist in concert with hospital administration.

The Respiratory Supervisor functions as a working supervisor in concert with staff respiratory therapists to provide overall direction. As a working supervisor for respiratory therapists, Respiratory Supervisor may be called upon to perform duties associated with the job description for the class title of Respiratory Therapist as well.

The supervisor is also responsible for the following:

- Review work and overall performance of respiratory therapists to establish, evaluate, and maintain that the quality of all respiratory care procedures performed are in compliance with departmental and hospital policy including those regarding the care, maintenance and disinfection or sterilization of all ventilator equipment and supplies.
- The Supervisor will assist in the monitoring of respiratory services for quality assurance and performance improvements
- Serves as team leader in communicating with staff respiratory therapists resolving immediate problems with equipment, personnel, or daily work assignments.
- Provides staff training and assistance to meet the continuing educational needs of the staff, ensuring that all staff are competent to provide patient care prior to the provision of that care.
- Precepts or assigns preceptor for the orientation of new employees.
- Conducts or assists in conducting performance evaluation appraisals as well as annual competencies and mandatory training.
- Make recommendations on policies or standards.
- Act as a liaison between the respiratory therapy department and other clinical departments.
- Schedule personnel in compliance with departmental policy and procedures for each of the three shifts. Ensures safe, timely, effective, and efficient levels of patient care are adequately provided while overseeing therapists' patient caseloads for the day, plan work assignments or reassignment of work loads as required and as priorities determine.
- Review completed employee time logs prior to submission for processing.

- Maintain records appropriately (e.g. purchase orders, rental equipment, vendors, new employee orientation packets,).
- Maintain appropriate inventory supply levels in accordance with departmental needs/par levels
- Administer both difficult and basic levels of respiratory care therapeutic modalities
- Provides departmental input to the hospital budgeting process

Effective: 9/05

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